



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON VICENZA  
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IMEU-VIC-PWH

07 MAY 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 08-51, Single Enlisted Soldiers' Living Standards in the Barracks

1. REFERENCES:

- a. Assistant Chief Of Staff for Installation Management memorandum, 20 Mar 09.
- b. 420-1, Army Facilities Management, 12 Feb 08.
- c. AE Supplement 1 to AR 420-1, Army Facilities Management, dated 28 Apr 08.
- d. Army in Europe Command Policy Letter 11 dated 18 April 06.
- e. SETAF Commanding General's Policy memorandum 06-20 (CSM), 12 Jan 06.

2. PUPOSE: To establish policy and guidance for single enlisted Soldiers and the chain of command to ensure proper single enlisted Soldiers' living standards and conditions are maintained in the barracks throughout United States Army Garrison (USAG) Vicenza. This Policy serves to provide interim guidance in abeyance of implementation of the First Sergeants Barracks Initiative (FSBI) targeted for implementation by the end of FY09.

3. GENERAL: Single enlisted Soldiers' living standards and conditions in the barracks are the responsibility of each unit's chain of command. The four pillars of maintaining these standards and conditions will be clean, secure, functional and safe.

a. Soldiers have responsibilities as occupants to ensure barracks up-keep and foster a sense of home. Each Soldier should be held accountable according to policies and guidelines established in AR 420-1 and AE Supplement 1 and this policy memorandum. Soldiers deserve to be treated with dignity and respect and should be provided a clean, wholesome, healthy, and safe environment that fosters our Army values. A proper environment should provide privacy as well as common level of living standards throughout USAG Vicenza.

b. Each unit commander has an inherent responsibility to maintain proper living habits and conditions. In order to meet this responsibility, the unit chain of command must be involved to the degree to maintain military order and discipline. There are no arbitrary limits to this

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involvement, nor are there any specified numbers of visits or checks to be done or designated time when they should occur. The chain of command determines the amount of time needed to discharge its responsibilities in this area.

c. This policy reinforces the importance of Noncommissioned Officers' (NCO) leadership in the daily care of subordinates as well as all leaders' responsibility to ensure standards are maintained and the right of each Soldier to have a clean and healthy living environment is preserved.

#### 4. POLICY:

##### a. Command Presence:

(1) Inspections. Commanders are responsible for single enlisted Soldiers' living conditions. They shall retain full authority and responsibility to conduct health and welfare and other billet inspections, and to enter and/or authorize others to enter rooms under appropriate circumstances, such as proper searches based on probable cause. Enforcing standards, caring for Soldiers, and identifying shortfalls in maintenance, safety, and living standards are among the most important responsibilities of commanders and the NCO corps. The necessary inspection or "checks" made by unit leadership should be accomplished in a balanced manner without harassing Soldiers. Inspections or checks of rooms in the barracks shall be done regularly. The frequency and times of these "checks" will be determined by the conditions of existing facilities and the demonstrated performance, behavior, and hygiene of each Soldier. If it is necessary to store TA-50 equipment in Soldiers' rooms, because no other secure space is available, that equipment will be inspected in Soldiers' room. Common areas will be checked for cleanliness, damages, and security at least daily.

(2) Staff Duty NCO (SDNCO). SDNCOs will be in the grade of staff sergeant or above and will be identified by all armbands that clearly designate them as symbols of the commander's authority. Promotable sergeants may serve as SDNCO only if a Staff Duty Officer (SDO) is on duty full time. Sergeants may be authorized to serve as SDNCO only when a battalion is deployed or in the field in full. SDNCO instruction books should be routinely inspected and generally standardized throughout battalions/squadrons within major unit commands. Inspection books should be organized with all applicable policies, updated alert notification telephone rosters, etc. SDNCO's must ALSO be informed of available barracks space which can be assigned to eligible arrivals after normal duty hours. This may in some cases be only a temporary assignment to the available space. The unit will review after duty hours assignments on the first following working day and determine if Soldier will remain in place or be moved to a more appropriate room. Unit Command Sergeants Major, or their designated representatives, will brief SDNCOs prior to their assumption of duties. Duty rosters for SDNCOs and runners should be published at least two weeks in advance.



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(3) Charge of Quarters (CQ). CQs must be in the grade of corporal or above and will be knowledgeable in all facets of their assigned duties. They will be identified with armbands to clearly designate them as symbols of the commander's authority. CQ is not mandatory, but encouraged. Commanders are responsible for living condition standards and will establish a means by which billets are checked during after-duty time, regardless of whether CQs are used. Instruction books should be inspected routinely and generally standardized throughout the command. First Sergeants, or their designated representatives, will brief CQs prior to their assumption of duties. Duty roster for CQs and runner should be published at least two weeks in advance.

(4) After-hour Details. Units will maintain a duty roster for routine and recurring details needed to provide and maintain clean, wholesome, healthy, and safe living standards and conditions throughout the billets area. Rosters will include all eligible Soldiers subject for duty. Unscheduled "Hey You" details are to be avoided. Good planning will help eliminate unscheduled duty. Unit leadership should take corrective action when planning standards are not maintained.

(5) NCO Presence. Whenever possible, units should maintain an NCO presence that permanently resides in the barracks to enforce stated policies and procedures. Good order and discipline are the keys to maintaining standards in our barracks.

b. Alcohol. Soldiers, 18 years of age or older, may possess, consume, and purchase alcohol in accordance with Italian law and installation policy. Soldiers under 18 years of age may not possess or consume alcohol in the barracks. Commanders will continue to emphasize the dangers of alcohol and individual responsibility. Commander may establish a restriction on types and amounts of alcohol Soldiers may possess in the billets, provided they are of legal age to consume and/or possess alcoholic beverages. Commanders may also restrict individual Soldiers from possession of alcohol in billets based on alcohol-or-drug-related incidents. Violation of certain provisions of the Command Policy on the Consumption of Alcohol may be punishable under the Uniform Code of Military Justice.

c. Pets. Soldiers living in the barracks are not authorized to maintain live pets except fish. This includes unit mascots.

d. Privately Owned Weapons. Privately owned weapons are not allowed in Italy.

e. Pornography. Child pornography is strictly prohibited, or questionable paraphernalia shall not be displayed in common view or left adrift during duty-hours.

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f. Visitation. All Soldiers must be afforded private time each day when no visitors are present. Visitation hours are 0600-2400, during the day to include weekends and holidays. All visitors to the barracks must leave by 2400. Soldiers may have visitors of either gender. Non-military visitors below the age of 18, who are not members of the Soldier's immediate family (brother or sister), must be accompanied by a parent or legal guardian. When more than one Soldier resides in the room, right of privacy takes priority over visitation. Roommates must jointly agree to visitations prior to any visit, and rights of privacy are to be respected. Cohabitation is strictly prohibited. Overnight visit in barracks rooms must be approved by the Commander and roommates must agree. Unit commanders may enforce more restrictive visitation policies, based on mission requirements or for unit discipline. Additionally, commanders may limit individual visitation rights when deemed appropriate. Such limitation on an individual should not be used as punishment. Leaders are encouraged to assist Soldiers with off-post reservations or utilizing Army lodging for their guests.

g. Room Standard. Soldiers will be allowed flexibility to arrange and decorate their rooms. Soldiers will show consideration and respect for others in the barracks. Rooms must be clean with respect to appearance and personal hygiene. Property will remain properly accounted for and room will be safe. In order to ensure good order and discipline, commanders are reminded of their authority and responsibilities IAW AR 600-20, paragraph 4-12, to prohibit the display of flags, symbols, posters, or other materials relating to extremist group or activities, as well as any clearly offensive materials. Soldiers will be required to maintain rooms in a standard configuration in accordance with standing operating procedures. A government-issued refrigerator (1 per room) and where available a microwave (1 per room) are provided together with AFN cable TV. Telephone and internet service are available however start up costs and monthly fees are the Soldiers' responsibilities. Civilian blankets, bedcovers, carpets, drapes, furniture, and other personal features in good taste are authorized. Excess government furniture may be returned to the Centralized Furnishings Management Office (CFMO) and the hand receipt adjusted accordingly. The remaining government furniture will be of a standard design and issue. Soldiers may purchase, at their own expense, serviceable furniture to be used in lieu of government furniture, within reasonable restrictions necessary to ensure safety; however, personal owned furniture will not be left-in-place and shall be properly disposed of by Soldier or shipped in Soldier's personal belongings when departing.

h. Assignments.

(1) Male and female occupants will be appropriately integrated in barracks. The practice of designating a block of rooms, an entire wing or a facility for female personnel will be avoided to the maximum extent possible. Assignments will not be made based upon religious preferences or demographics.



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(a) All occupants of a given room and bathroom will be of the same sex. Facilities with two room/shared bath modules will house only tenants of the same sex. Cohabitation is strictly prohibited.

(b) All Specialists (E4) and below shall be billeted to at least 90 net square feet of living spaces shared by no more than one other E4 and below personnel. Staff Sergeants (E6) and Sergeants (E5) should be billeted in a private room with at least 135 net square feet of living space and a bathroom shared by no more than one other E6 or E5 of the same gender.

(2) When barracks space is available, unaccompanied Staff sergeants (E6) and below will be billeted in the barracks or in an off post government leased Unaccompanied Personnel Housing unit when available.

(3) All requests to reside off post based on lack of adequate barracks space must be processed on a Certificate of Non-Availability (CNA) form obtainable from the Housing Division. This must be processed through the Soldiers unit and the Housing Division to the CSM USAG, Vicenza, and will only be approved when the overall occupancy rate of Barracks is at least 95%. In these cases units will process requests first for Soldiers with grades E6's and then E5's if necessary. Once a CNA is approved the Housing Division will assist Soldiers to lease private rental housing off post and process the necessary documentation to authorize Housing allowances. CNA's will not normally be issued for reasons of accumulated household goods or pets.

(4) Soldiers arriving after normal duty hours must report to the unit SDNCO who will arrange for an initial barracks assignment based on space availability which they will have been provided by the unit as per Para 4.a.(2) of this policy. SDNCO's will not direct incoming unaccompanied Soldiers in the grades E6 and below into hotels without prior approval of the Housing Division.

(5) Pregnant service members should not be residing in barracks after the first 20 weeks of pregnancy. A request to move off post must be submitted, through the unit to the Housing Division, together with a Medical statement attesting to expected birth date of child. Housing may assign Government Family quarters, if available, up to 4 months prior to the birth or assistance given to lease private rental housing and process documentation for allowances. Proof of birth must be provided to the Housing Division within 30 days. Service members who fail to provide proof of birth will lose their eligibility for assignment to government family quarters

(6) All barracks spaces and common areas are designated non-smoking. Smoking is only permitted at designated exterior smoking areas.

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(7) Priority for billet space will go to the unaccompanied Soldier. Unit Commanders may house geographical bachelors on a case by case basis, as long as there is no degradation of quality of life for the unaccompanied occupants.

j. Barracks Standards.

(1) Serviceability. Light fixtures, heating and air conditioning, toilets, windows, and plumbing should function properly. Government-owned equipment, furniture, and appliances such as laundry machines, dryers, beds, curtains, mini-blinds, microwaves, and refrigerators should be in good, usable condition. Telephones in public booths should be serviceable.

(2) Cleanliness and Sanitation. Soldiers are responsible for cleaning of their own personal areas and upon departure will be inspected to ensure that it is cleaned to an adequate standard to allow assignment to another Soldier. Inside and outside areas will be routinely policed, and responsibility for maintenance of common areas will be assigned. Trash receptacles will be available in sufficient quantities, and be properly and thoughtfully positioned and routinely serviced. Laundry rooms will be routinely policed. Individual rooms and government-owned appliances will be free from insects, pets, mildew, and other sources of vector-borne diseases.

(3) Common Areas. The Directorate of Public Works (DPW) assigns footprints to maintain, where possible battalion-level unit integrity. Units will establish programs to enhance the entire community environment of single Soldiers' quarters to promote the sense of civic responsibility and community spirit. Common areas will be painted in earth tones, neutral colors, or unit colors. Landscaping around the unit area is a unit responsibility. The DPW may assist units by providing materials needed to complete landscaping projects. All areas will be free of unsightly clutter and unnecessary equipment.

(4) Security. External and internal doors and locks must be serviceable. Measures will be taken to preclude credit cards or other field expedient devices from being used to gain unauthorized entry to individual rooms. Parking lots and walkways will be well lit. Fire extinguishers will be serviceable and routinely inspected. Store TA-50 equipment in Soldiers' rooms only if no other secure area is available in the barracks.

(5) Telephone/Internet Service. Upon ETS/PCS from USAG VICENZA, it is the Soldier's responsibility to close out their service contract and settle final bills.

k. Key Control. Units are responsible for establishing key control procedures for the barracks rooms which they maintain. Electronic "Swipe card" key reproduction machines are located at the HQ's 173<sup>rd</sup> Brigade building, Caserma Ederle, for manufacture of key cards for Buildings 170 and 173. An Electronic "Wave mode" key reproduction machine is also located at the Housing Division and is capable of manufacturing key cards for all other barracks buildings



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on Caserma Ederle. Unit Commanders will nominate primary and alternate Key control custodians in writing who will be authorized to sign for keys. For individual lock outs Soldier must have proof of room occupancy or a justification from their chain of command, in order for a replacement key card to be issued.

1. Education and Training. All unit commanders will ensure that Soldiers and subordinate leaders understand the intent and spirit of this policy. This policy reinforces Army Values, and responsibilities for leaders at each level to properly care for all Soldiers. Commanders must be responsible for the well-being of their Soldiers and must take an active role in knowing how they live, both on and off post. In summary, commanders must ensure each Soldier is treated with dignity and respect, provided clean, wholesome, healthy, and safe living conditions, and afforded privacy and consideration by other Soldiers. This policy reemphasizes the role of commanders in supporting the mature and responsible majority of our Soldiers, while recognizing the individual Soldiers responsibilities to each other.

m. Barracks Utilization Reports (BUR). Unit First Sergeants and Detachment Sergeants are Responsible for compiling the monthly BUR reports and consolidating the information at battalion level. Reports will be based on assignments as of the last day of each calendar month and submitted to the Housing office with copy to USAG CSM by the 5<sup>th</sup> working day of the following month. Standard report sheets must be utilized which contain room type, name, rank, SSN, and deployed status of Soldiers. When forwarding reports via e-mail information must be encrypted.

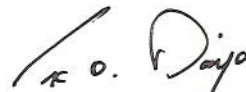
5. Single Soldiers Quarters Action Council (SSQAC). The USAG Vicenza CSM will chair a SSQAC that will be responsible for developing a yearly SSQA Plan which will also encompass FSBI. The SSQAC will meet quarterly to evaluate outstanding barracks work orders and furniture requirements, allocate resources, and establish priorities. The SSQAC will be comprised of the USAG Vicenza CSM, Directorate of Public Works, Housing Division, Installation Safety Manager, and Installation Budget Officer. Tenant Unit CSM's or their designated representatives are encouraged to participate. The SSQA Plan and minutes of quarterly SSQAC meeting will be provided to the Garrison Commander for review and approval. Commanders will ensure that unit work orders and furniture requirements are valid and routinely updated as these will form the basis of the Council's decisions.

6. Punitive Policy. Failure to comply with this policy memorandum may be used as a basis for disciplinary action under Article 92, Uniform Code of Military Justice, as a violation of a lawful general order or regulation. Penalties include the full range of statutory and regulation sanctions. Violation may also result in appropriate adverse administrative action under military regulations.

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7. This policy is effective immediately and applies to all permanent personnel assigned, attached or on Temporary Duty travel (TDY) to USAG Vicenza. Further supplementation or changes through internal unit policies or SOPs that govern matters addressed in this memorandum are prohibited unless approved by the undersigned. Personnel assigned on Temporary Change of Station (TCS) orders will also adhere to USAG Vicenza Policy Memorandum 08-47, Local Commuting Area and Per Diem Entitlements for Temporary Change of Station Travel, dated 27 Feb 09.
8. This policy supersedes any previous command policy in place in reference to this topic. It will remain in effect until superseded by implementation of the FSBI program or rescinded.
9. POC for this action is Chief, Housing Division, DSN: 634-8580.

Handwritten signature of Erik O. Daiga in black ink.

ERIK O. DAIGA  
COL, MI  
Commanding

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